# Application requirements

You must be 18 years or over to attend any course.

# Skill Levels

If you are unsure of your skill requirements for a course, please phone us so we can help ascertain your level of experience before booking. We rely on students being able to self-assess their own skill level and are happy to assist with this but cannot be held liable if you book a course much higher or lower than your actual skill level.

Please call us on +44 20 8087 2501 if you are in doubt.

# Equal Opportunities

We are committed to ensuring that no students receive less favourable treatment on the grounds of race, sex, religion, marital status, nationality, ethnic origin, disability or sexual orientation. All students will be provided with the appropriate training for their needs, regardless of their race, sex, religion. marital status, nationality, ethnic origin, disability or sexual orientation. The Chef Academy of London will make no distinction based on such grounds between the training, facilities and benefits it provides to its students. It is the responsibility of all students to ensure that they abide by this policy, and you can contribute in particular by:

- Not discriminating against fellow students, tutors, suppliers, Chef Academy staff and members of the public with whom you come into contact with for the duration of the course.
- Not inducing or attempting to induce others to practice unlawful discrimination.
- If you consider that you are a victim of unlawful discrimination, you should raise this issue through the grievance procedure. You should be ensured that The Chef Academy of London will at all times take such allegations seriously and will carry out a full investigation and take appropriate measures against unacceptable behaviour.

# Health & Safety

All participants should wear shoes with flat, non-slip soles and covered toes. You cannot enter the kitchen unless you are wearing the correct footwear, you must wear your chef's uniform at all times, long hair must be tied back in the kitchen and if necessary, wear a hairnet. We are not responsible for any damage that occurs to your clothing. Please inform us in advance of any allergies, disabilities, diabetes, pregnancy, epilepsy, learning difficulties and anything that we may need to know for your own safety and the safety of others. The school takes the matter of illegal drugs very seriously. We are aware of the hazards of cooking under the influence of drugs or alcohol. Substance abuse at the academy is a matter taken very seriously. The alcohol/drugs can heighten feelings of disorientation and may potentially create hazardous situations for both students and staff. If a student is attending our courses under the influence of alcohol, solvents or illegal drugs, then there will be consequences such as a fixed period exclusion. More serious disciplinary consequences will be considered, dependent upon individual circumstances.

# Didactic fee

For Chef courses: £ 650
For Patisserie courses: £ 750

### Content of the didactic kit:

- C.A.L. Didactic Kit
- C.A.L. Professional uniform
- HACCP Certificate issue
- Job Opportunity counselling

If students decide not to purchase the didactic kit, they will be required to purchase the HACCP training and assessment. Students must send Chef Academy a copy of their HACCP certificate once completed. HACCP must be completed before the first day of the course.

# Certificated Courses

All of our courses offer a Chef Academy diploma, Chef Academy is accredited as PREMIER institution by ASIC (accreditation service for international school, colleges and universities) upon successful completion of a course. Successful completion of a course is determined by the chef tutors/chef trainers, based on a minimum rate of attendance, learning progress and attitude. Upon completion of the course there is a written assessment, you must have a pass rate minimum of 85%. Certificates are issued at the discretion of the chef tutors. Please note,

to maintain the value of our course certificates, students that have a partial attendance record will find that reflected on their course certificate. The certificate must be collected from our office; otherwise, £50 shipping fee is applicable.

# International Students

International students, if you are not resident in the UK, you may require a visa to enrol in any of our courses. Please consult the UK government website or the school for guidance. When making your Visa application you must supply all of the information required to the Embassy. Failure to do so will result in your application being refused and you will not be issued a refund. If you are given the right to appeal the decision, we will postpone the course start date. If you are not given the right to appeal you will not be issued a refund.

# Course Programme

The course programme is subject to change due to choice of restaurant partner and/or seasonal produce.

*Where appropriate, students enrolled on the Advanced Molecular Gastronomy Chef Course may begin their training directly at one of our partner restaurants.

# Restaurant Partners

Our team of coordinators at Chef Academy work alongside our executive chefs who assess each student individually to determine their skill level and capabilities, to enable us to decide which of our restaurant partners would be the most suitable for them to start their live training. Once this has been agreed between all parties, the student will spend 200/250 hours in the restaurant. The restaurant will not be changed unless a serious issue has been reported from both the chef trainer and the student. Our courses are highly professional and practical. Students will learn how to work in a professional kitchen. Their role in the kitchen will be equivalent to a demi chef de partie. During the course, students will spend most of their time in a professional environment. This will allow them to understand how a live kitchen works. While in the kitchen they will be considered as a member of kitchen staff, this allows them to have an understanding of what being a chef means. The restaurant's Head Chef will be the main tutor but not the only tutor, that doesn't mean he/she will spend all of their time with the student. Students will spend time in every section of the kitchen being trained alongside the chef de partie and/or kitchen staff, the Head Chef will supervise this training. Students are required to partake in any tasks that need doing in the kitchen, with no exception (from food

preparation, mise en place, assisting the chef de partie, service assistance, and any other tasks the head chef finds relevant). Students' level and skills will be assessed by the chef and this will determine the tasks a student is given, they may not be able to do certain things and may be moved onto different sections or assist with service.

# Pastry Courses

Our pastry courses take part in a professional working pastry laboratory in London. You are expected to abide by the rules of the laboratory, this means arriving on time, following your schedule, informing the Chef and The Chef Academy of London of any lateness or absence. The training is not classroom style. You will train alongside the chef in charge of each section. You must listen to their instruction and behave accordingly.

# Live Training

When you start your live training with any of our restaurant partners, you are expected to abide by the rules of the kitchen, this means arriving on time, following your schedule, informing the Chef and The Chef Academy of London of any lateness or absence. The training is not classroom style. You will train alongside the chef in charge of each section. You must listen to their instruction and behave accordingly. This type of training is very hands on; you will be given a programme of what you need to learn and most importantly you are the leader of your training.

# Class Hours and size

The set hours and training location within The Chef Academy of London development kitchen are 9.00 – 17.00. This can change on a daily basis due certain tasks/sectors taking different amounts of time. Students will be expected to clean the station that they have been working at. We require a minimum of 5 students on each course. If we do not have 5 students enrolled for any course, Chef Academy has the right to postpone the course start date. This will be communicated at least 7 days before the course is due to start.

# Assessment

Although our courses are highly practical, students will be required to sit a written assessment upon completion of the course. The assessment is based on the skills and techniques learnt during the training.

# Payment

All of our courses require payment in full at least eight weeks before the course start date. All of our courses require a 10% deposit (this is non-refundable) and must be paid at the time of booking to secure a place on the course. The full balance of the course must be paid at least eight weeks before the course start date. Failure to do so may result in losing your place on the course and retention of your deposit. Cheques should be made payable to The Chef Academy LTD. We accept: MasterCard/Visa credit and debit cards and Switch/Solo/Maestro cards (for the deposit payment only).

# Cancellations & Refunds Policy

Chef Academy courses are secured with a non-refundable deposit, with the outstanding balance being due eight weeks prior to the start of the course. If you choose to have the didactic kit, this is also non-refundable.

## Cancellations made more than 42 working days from the start of your course (UK Resident students)

Should you wish to cancel your booking more than 42 working days from the start of the course, you will be entitled to a full refund of the course fees paid, minus the 10% deposit which is non-refundable. Should you wish to transfer to a course date in the future rather than cancel your booking outright, we will transfer your course deposit to that future date, you have six months from the original starting date to book.

## Cancellations made less than 42 working days from the start of your course (UK Resident students)

Should you wish to cancel your booking less than 42 working days from the start of the course, we will re list your place for resale and try to find a replacement on your behalf. If we can resell your place, or you are able to provide a suitable replacement, we will refund your course fees (not including the deposit). If we are unable to resell your place and you cannot find a suitable replacement, you will not be entitled to a refund.

## Cancellations after the course start date

If you cancel the course on or after the course start date, you will not be entitled to any refund, as we are not able to resell the place.

### Cancellations by The Chef Academy of London

In the unlikely event of cancellation of a course by ourselves, we undertake to offer a suitable transfer to an alternative date or course, or a full refund (within 28 working days) of any course fees.

### International Students cancellations and refund policy

Once you have started your Visa application and have paid the full course fees you cannot withdraw your application and a refund is not permitted. You will only be issued a refund if refusal of your Visa was due to matters beyond your control.

## Personal Belongings

During the course and the training in our restaurant partners, we would urge students not to leave your personal belongings unattended at any time. Do not bring or store any valuables on the premises, including watches, jewellery or large amounts of cash. The Chef Academy of London and our partners are not liable or responsible for any lost, stolen or damaged personal property, whether from lockers, vehicles or any other location on the premises. If any of Chef Academy's partners reports a student being found with any kind of belongings, money or items that are not their property, the student will be expelled from the school after a full investigation. This may also result in the police being called.

## Copyright & Acceptable Usage

Full copyright of course content developed by the Chef Academy of London will be retained by the school. Course notes and reference materials are provided to support students in their studies and ongoing cookery development; these are issued for personal use only.

## Intellectual Property Rights

All patents, rights to invention, utility models, copyright and related rights, trademarks, service marks, trade, business and domain names, rights in trade dress on get-up, rights in goodwill or to sue for passing off, unfair competition rights in designs, rights in computer software, database right, topography rights, moral rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for a renewals or extension of such rights or forms of protection in any part of the world.

# Liability Release

Participation in the courses may be hazardous for the participant. By purchasing any of the Chef Academy courses, the student assumes risk of harm or injury, which may occur as a result of participating in the courses. Participants release waive and discharge Chef Academy of London and its officers, employees, restaurant partners and agents from any liability, costs, claim damages and losses resulting in the individual's participation. Chef Academy courses include training in a professional kitchen in any of the school's restaurant partners and this can sometimes involve risks. The student releases, waive and discharge the restaurant management, the trustees, officers, agents and employees from any and all liability, claim, damages and losses arising out of or in connection with their training experience. By purchasing any of the Chef Academy courses you acknowledge that the school and any of the partners do not provide insurance cover to the student for any loss, injuries, illness, or death resulting from the student's training. You can purchase your own personal insurance cover.

# Data Protection

You acknowledge and agree that details of your name, address, payment record and other personal data will be processed by and on behalf of The Chef Academy of London.

# Permission to publish photographs/video

By agreeing to these conditions, you allow Chef Academy of London and its agents, employees, licensees, or staff assigns to take and publish the photographs taken of you in Chef Academy of London website, social networks, newspapers or publications, both printed and electronic. You also waive any right to inspect or approve the finished photographs or the printed or electronic material(s) created from the photographs prior to its/their publication.

# Governing Law and Jurisdiction

The Contract and any dispute or claim arising out of or in connection with it or its subject matter, shall be governed by and construed in accordance within the law of the United Kingdom. The parties irrevocably agree that the courts of the United Kingdom shall have exclusive jurisdiction to settle any dispute or claim that arises out of, or in connection with, the contract or its subject matter.

# Contact Us

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